



**TOWN OF GANDER
MEETING
REGULAR MEETING OF COUNCIL
Wednesday, August 06, 2025, 04:00 PM
Council Chambers**

Council Present:

Percy Farwell, Mayor
Bettina Ford, Deputy Mayor
Marcie White, Councillor
Pat Woodford, Councillor
Sheldon Handcock, Councillor
Tara Pollett, Councillor
Wilson Hoffe, Councillor

Staff Present:

Brad Hefford, Chief Administrative Officer/Town Clerk/Director of Governance and Legislative Services
Alexa Oldford, Manager of Governance and Legislative Services
James Blackwood, Director of Planning and Public Works
Jerry Knee, Director of Community Services
Kayla White, Manager of Communications, Branding and Partnerships
Dave Shea, Fire Chief

Regrets:

Kelly Hiscock, Director of Corporate Services

1. CALL TO ORDER

The meeting was called to order by Mayor Farwell at 4:00 p.m.

2. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the Land Acknowledgement.

3. VISITORS/PRESENTATIONS

4. APPROVAL OF AGENDA

The agenda for the Regular Meeting of Council was presented for approval.

Resolution: **25-177**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT the agenda for the August 6, 2025 Regular Meeting of Council be approved, as presented.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

5. APPROVAL OF PREVIOUS MINUTES

5.1 July 9, 2025 - Regular Minutes

Minutes from the July 9, 2025 Regular Meeting of Council were presented for approval.

Resolution: **25-178**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the minutes from the July 9, 2025 Regular Meeting of Council be approved, as presented.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

5.2 July 28, 2025 – Special Meeting Minutes

Minutes from the July 28, 2025 Special Meeting of Council were presented for approval.

Resolution: **25-179**

Moved By Deputy Mayor Ford

Seconded By Councillor Pollett

THAT the minutes from the July 28, 2025 Special Meeting of Council be approved, as presented.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

7.1 Correspondence and Action Plans

The Correspondence and Action Plans Report was presented by Councillor Handcock.

a. National Forest Week

The Committee reviewed correspondence from the Canadian Institute of Forestry inviting the Town to participate in National Forest Week, scheduled for September 21–27, 2025. This annual campaign encourages Canadians to explore the cultural, historical, economic, and environmental significance of forests. The 2025 theme, *“Roots of Resilience: From Seed to Canopy,”* highlights sustainable forest management, innovation, and efforts to address climate-related challenges such as wildfires, pests, and species at risk. In light of recent wildfire activity within the province, the Committee recognized the importance of promoting forest stewardship and raising awareness of measures that contribute to community resilience and environmental sustainability and will support this initiative by promoting National Forest Week through its communications channels.

b. Newcomer Volunteer Engagement – NVOLVE Program

The Committee was advised of outreach from NVOLVE, a program led by the Community Sector Council Newfoundland and Labrador (CSCNL) that supports newcomers through meaningful volunteer opportunities designed to foster community engagement and confidence. NVOLVE is developing tools and strategies to enhance inclusivity and accessibility in volunteer experiences across the nonprofit sector and has expressed interest in collaborating with the Town. They have also offered to help promote current and future volunteer opportunities suitable for newcomers. A brief introductory meeting is being arranged to explore potential partnership opportunities that support newcomer engagement in the community.

c. Commemorative Crosswalk for Veterans

The Committee reviewed a public request to paint the crosswalk on Lindbergh Road, near Heritage Memorial Park, in red and white as a meaningful tribute to those who have served. The Committee expressed strong support for this initiative, with the goal of having the work completed in time for Remembrance Day 2025 and will engage the local Legion to ensure the project honours veterans appropriately.

Resolution: **25-180**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the Town of Gander proceed with painting the Lindbergh Road crosswalk, near Gander Heritage Memorial Park, in red and white as a tribute to those who have served, with a goal to be completed in advance of Remembrance Day 2025 and engage the local Legion to ensure the project honours veterans appropriately.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

d. Municipal Assessment Agency

The Committee reviewed correspondence from the Board of Directors of the Municipal Assessment Agency (MAA) highlighting key updates from its June 6, 2025 meeting. The information was received for awareness; no action was required.

e. Musgrave Harbour Evacuation Response

On Sunday, July 20, the Town of Gander was called upon to support evacuees from Musgrave Harbour due to a wildfire. In response, we quickly activated an emergency coordination role and began working through the Provincial Emergency Operations Centre, Canadian Red Cross and the Salvation Army.

The Steele Community Centre was established as the main hub for evacuee services, with the Town providing logistical and operational support, and sharing updates to keep both the public and evacuees informed.

The response from community organizations, volunteers, and local businesses was truly outstanding. Together, we offered food, shelter, essential services, and meaningful moments of comfort and connection during a difficult time.

The evacuation order was lifted on Friday, July 25, and we're relieved to know that

Musgrave Harbour residents returned home safely.

We want to sincerely thank the first responders, emergency partners, and all those who worked tirelessly to manage the situation.

This situation reinforced the importance of clear communication, community support, and a continued focus on fire safety. It also highlights the need for sustained regional coordination and investment in wildfire response infrastructure.

In that context, we are reminded of the importance of the planned Atlantic Wildfire Centre in Gander, a central hub for wildfire management in Atlantic Canada. This centre will build on Gander's existing role as home to the Provincial Forest Protection Centre, Air Services, and the Water Bomber Fleet. As climate change drives more frequent and intense wildfire events, this investment will be critical to enhancing our region's resilience.

As we look ahead, the Town of Gander remains committed to advancing preparedness, public safety, and regional collaboration in the face of evolving environmental challenges.

7.2 Internal Operations

The Internal Operations Report was presented by Councillor Hoffe.

a. Planning Report

The Committee reviewed the Planning report for the period of June 20 to July 15, 2025. The report summarized departmental activity related to applications received, permits issued, and compliance monitoring, and included an update on newly created dwelling units. The Committee acknowledged the steady development activity and was pleased with the progress during this period.

b. 2025 Spring Clean Up Report

The Committee reviewed the summary of the 2025 Annual Curbside Cleanup event held from May 5th to 16th. Overall program costs increased by \$5,195 compared to the previous year.

The primary cost driver was an increase in garbage truck rental fees. The awarded tender reflected a \$2,750 per week increase, resulting in an overall rise of \$5,500 for this service. Tipping fees also rose by \$10 per tonne for both mixed and sorted materials; however, the total tonnage collected decreased by 22 tonnes, offsetting the impact of this increase.

Labour requirements for the event also rose slightly, with an additional eight hours logged to complete the work.

The total cost of the 2025 Spring Clean-Up was \$81,265.

The event brochure continued to serve as an effective communication tool and was widely distributed via the Town's website and social media platforms to enhance public awareness.

c. Internal Operations Update

The Committee received updates on a variety of operational matters, highlighting ongoing maintenance, infrastructure enhancements, accessibility improvements, and new signage initiatives. Several projects are advancing on schedule and within budget, and seasonal programs are progressing ahead of anticipated timelines.

7.3 Regulatory Affairs and Policy

The Regulatory Affairs and Policy Report was presented by Deputy Mayor Ford.

a. Taxation of Vacant Land

The Committee reviewed a request to reconsider 2025 tax charges applied to two vacant lots, each invoiced \$1,332.83, including \$550 for water and sewer fees. The request was evaluated in the context of Section 131 of the Towns and Local Service Districts Act and Council Motion #14-251, which confirm that properties adjacent to municipal services are subject to taxation from the date of ownership, regardless of development status.

The Committee confirmed that the charges were correctly applied and align with existing municipal policy and legislative authority. Council also recommended that Policy F019 be updated to reflect these provisions.

b. Mobile Home Taxation

The Committee reviewed a request to reconsider the Town's position on mobile homes as an affordable housing option. While modern units may meet building code standards and offer housing diversity, mobile homes remain restricted under current municipal regulations.

Council agreed that any policy shift would require a detailed review of zoning, infrastructure, and community impact, with consideration of the Assessment Act and

the Towns and Local Service Districts Act.

There are no changes recommended at this time.

c. Sign Regulations

The Committee discussed the Town's existing sign regulations and identified a need to establish a clear standard for temporary off-site signage. Emphasis was placed on ensuring signage contributes to orderly development, maintains aesthetic consistency, and protects public safety. As a result, Council reached consensus to suspend approval of any new temporary off-site signage until a supporting policy is developed and adopted.

d. Application - 85-87 Elizabeth Dr. Apartments

The Committee reviewed an application to develop apartment units above an existing commercial building at 85–87 Elizabeth Drive, within Town Square. It was noted that “Apartments Over Permitted Uses” is a discretionary use in this zone and that public notice was issued, with one written submission received regarding parking and garbage collection. The Committee acknowledged that parking availability, particularly during winter months, and garbage collection logistics will require further planning. It was agreed that these matters can be addressed through an approved site plan prior to development proceeding.

Resolution: **25-181**

Moved By Deputy Mayor Ford

Seconded By Councillor Pollett

THAT the application for apartment development at 85–87 Elizabeth Drive be approved as a discretionary use, subject to an approved parking and garbage collection site plan and all other development requirements outlined in the permit.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

e. 70 Armstrong Boulevard

Councillor White declared conflict of interest and left Council Chambers.

Councillor White declared conflict of interest and left the Committee meeting.

The Committee reviewed an application for 70 Armstrong Boulevard seeking approval for an apartment building as a discretionary use, along with a 72-metre front building line, exceeding the 20-metre setback established for the area. It was noted that the increased setback does not require a variance and may be approved by resolution. The proponent is proceeding with a 21 unit development, and no public objections were received following advertisement. The Committee recommends approval of the discretionary use and setback.

Resolution: **25-182**

Moved By Deputy Mayor Ford

Seconded By Councillor Handcock

THAT Council approve the discretionary use for a 21-unit apartment building at 70 Armstrong Boulevard and approve the requested 72-metre front building line.

For (6): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Woodford,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (6 to 0)

f. 96 Memorial Drive & 13 A McCurdy Dr. Subdivision

The Committee reviewed an application to subdivide property located at 96 Memorial Drive. The application further requests the annexation of the rear subdivided portion of 96 Memorial Drive with adjacent land to be purchased from the Town of Gander, forming a new amalgamated parcel.

The lands in question are zoned Residential Low Density (RLD) and Industrial General (IG), respectively. The rear portion of 96 Memorial was previously rezoned to IG during a municipal plan review in anticipation of future subdivision.

Approval is contingent on the sale of the parcel 13A McCurdy Drive.

Resolution: **25-183**

Moved By Deputy Mayor Ford

Seconded By Councillor Hoffe

THAT the Town of Gander approve, in principle, the proposed subdivision and land amalgamation related to 96 Memorial Drive, conditional upon the approved sale of the parcel at 13A McCurdy Drive and subject to compliance with all applicable municipal

regulations and policies.

For (6): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Woodford,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (6 to 0)

Councillor White returned to the Committee meeting.

Councillor White returned to Council Chambers.

7.4 Finance

The Finance Report was presented by Councillor White.

a. 2025 Account Write-Offs

The Committee reviewed the 2025 Write-Off List, which includes outstanding amounts deemed uncollectible following all reasonable collection efforts. The list was prepared in accordance with the Town's standard financial procedures.

Resolution: **25-184**

Moved By Councillor White

Seconded By Councillor Pollett

THAT the Town of Gander write-off \$19,135.52 in outstanding accounts, as attached.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

b. Financial Review to June 30, 2025

The Committee reviewed the unaudited financial statements to June 30, 2025, noting a positive projected year-end position. A timing adjustment was made for revenue related to 59 Elizabeth Drive, and it was reported that capital spending is slightly over budget. The Committee was satisfied with the Town's mid-year financial position.

c. Request for Interest Write-Off

The Committee reviewed a request to reverse \$139.11 in interest, citing delayed billing, financial hardship, and lack of reminders. The property was purchased in 2024, and all billing and mailing followed standard procedures. No mail was returned, and the owner has since enrolled in a Pre-Authorized Payment plan.

The Committee recommends that the request be denied, as no administrative error occurred.

d. Supply and Delivery of One Electric Pick up Truck Half Ton

The results of Request for Quote #RFQ25-18, for the supply and delivery of one electric full-size, quad cab, half-tonne pickup truck, is presented to Council for consideration. Two bids were received, with the recommended award going to the lowest qualified bidder. The proposed purchase is \$21,361.27 under budget.

This initiative supports the Town's strategic focus on environmental sustainability and aligns with the Tomorrow's Towns vision of fostering innovation and responsible investment in municipal operations. The addition of an electric vehicle to the fleet is a measured step forward, demonstrating leadership in exploring practical ways to reduce environmental impact where feasible. The Town will also explore opportunities to brand the vehicle in a way that promotes public awareness of its environmental initiatives.

Resolution: **25-185**

Moved By Councillor White

Seconded By Councillor Woodford

THAT Request for Quote #RFQ25-18 for the Supply and Delivery of One Electric Full-Size, Quad Cab, Half-Tonne Pickup Truck be awarded to Kelly Ford at a cost of \$89,539.67, HST inclusive.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

e. Supply and Delivery of Scoreboard for Soccer Field

The Committee reviewed the results of the quotation process for the supply and delivery of one multi-sport outdoor scoreboard for the Town's soccer field. The preferred bidder, The SCOREBOARDMAN, submitted the lowest and only quote meeting specifications, at a total cost of \$63,625.59 HST inclusive. After applying the

HST rebate, the net cost to the Town is \$55,326.60.

The project was budgeted at \$60,000.00, resulting in a variance of \$4,673.40 under budget.

Resolution: **25-186**

Moved By Councillor White

Seconded By Councillor Pollett

THAT the Town of Gander award the contract for the supply and delivery of one multi-sport outdoor scoreboard to The SCOREBOARDMAN, in the amount of \$63,625.59, HST inclusive.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

f. Procurement Commodities

The Committee reviewed the findings of the Public Procurement Agency's Audit and Compliance Division, which conducted a review of the Town's procurement activities for the period of January 1 to December 31, 2024. The purpose of the audit was to assess compliance with the Public Procurement Framework and follow up on recommendations from a 2021 report.

The Agency selected a sample of 18 transactions, totaling approximately \$980,000, from a total invoice listing of \$3.5 million. The review identified several areas requiring improvement, including:

- **Open Call for Bids:** Several documents failed to include required statements regarding trade agreements, privacy legislation, and contract value disclosures.
- **Lack of Public Openings:** Three publicly advertised quotes were not treated as open calls, and public openings were not conducted.

- **Incomplete Documentation:** Seven procurement files lacked essential documentation such as bid deadlines, evaluation records, and public opening reports.
- **Limited Call for Bids (Three Quotes):** In some cases, fewer than three quotes were obtained without documented justification.
- **Reporting Requirements:** The audit could not confirm whether all applicable awards were reported in accordance with regulatory thresholds.

While improvements were noted, several recommendations from the 2021 report remain either outstanding or only partially addressed. In response, the Procurement Officer and Manager of Accounting will develop standard operating procedures for all purchases exceeding \$1,000, with explicit references to the Public Procurement Regulations and Policy.

The review also identified the need to develop consistent procurement standards and guidelines. As a result, staff are currently evaluating internal processes and procedures to ensure ongoing compliance and improve transparency.

7.5 Strategy, Growth, and Investments

The Strategy Growth and Investments Report was presented by Councillor Woodford.

a. Home-Based Business Applications

The Committee reviewed two applications to operate Home-Based Businesses (HBBs) in accordance with the Town's Development Regulations. Each proposed business met the criteria for discretionary use and completed the required public notification process. No objections were received.

The first application was received from a resident at 9 Grandy Avenue to operate a home office for a mobile auto cleaning and detailing service, with all customer interactions occurring off-site.

The second application was received from a resident at 129 Bennett Drive to operate a home office for a shuttle service between Gander and St. John's, with no passenger pickup or drop-off on-site.

Resolution: **25-187**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT the Town of Gander approve the application to operate a home office for a mobile auto cleaning and detailing service at 9 Grandy Avenue, subject to all conditions outlined in the permit.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

Resolution: **25-188**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT the Town of Gander approve the application for a home-based office at 129 Bennett Drive to support administrative operations of a shuttle service between Gander and St. John's, with no passenger pickup or drop-off occurring on-site and subject to all conditions outlined in the permit

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

b. Sole Source Template for Consulting Services

The Committee reviewed a Sole Source Justification for the engagement of Re/fact Consulting to support Phase 3 of the Housing Accelerator Fund (HAF). The consultant will provide program administration, milestone reporting, and develop an Affordable Housing Incentives Program, building on their work in Phases 1 and 2. The proposed contract is valued at \$30,000 plus HST, with disbursements billed at cost.

Resolution: **25-189**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT the Town of Gander approve the sole source engagement of Re/fact Consulting in the amount of \$30,000 plus HST, with services delivered in accordance with the existing agreement with Canada Mortgage and Housing Corporation (CMHC).

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

c. Housing Accelerator Fund (HAF) Incentive Approvals

Three applications submitted under the Town's Housing Accelerator Fund (HAF) Incentive Program are presented for approval. The program provides financial incentives to support the development of new residential units that meet specified eligibility criteria, including affordability, energy efficiency, and design standards. Each application meets the requirements of the program guidelines.

The first application is for the construction of a secondary suite at 206 Bannock Street, with a HAF funding commitment of up to \$12,673.75.

The second application proposes the construction of 15 fully self-contained "micro-unit" apartments at 59 Elizabeth Drive, with a HAF funding commitment of up to \$400,000.

The third application is for the construction of a two-unit dwelling at Lot 585 Penwell Avenue, with a HAF funding commitment of up to \$23,337.50.

Resolution: **25-190**

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT up to \$12,673.75 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed secondary suite at 206 Bannock Street, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

Resolution: **25-191**

Moved By Councillor Woodford

Seconded By Councillor White

THAT up to \$400,000 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed development of 15 micro-unit apartments at 59 Elizabeth Drive, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

Resolution: **25-192**

Moved By Councillor Woodford

Seconded By Councillor Pollett

THAT up to \$23,337.50 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed two-unit building at Lot 585 Penwell Avenue, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

d. Commercial Land Application - 100 Dickins Street

Councillor White and the Chief Administrative Officer left Council Chambers due to conflict of interest.

Councillor White and the Chief Administrative Officer left the Committee meeting due to potential conflict of interest.

The Committee reviewed a commercial land application for the purchase of an approximately 1-acre serviced lot located at 100 Dickins Street. The applicant intends to construct a 6,400 square foot building to accommodate an aesthetics and therapy

clinic, which will also include gymnasium space.

The property is zoned Commercial General (Phase 1), and the proposed use is classified as an “allowable use” under the Town’s Development Regulations. The serviced lot is offered at a cost of \$150,000 per acre, plus HST, as per Policy GL003.

The Committee supports the proposed development as it aligns with permitted zoning and contributes to commercial growth in the area.

Councillor White and the Chief Administrative Officer returned to the Committee meeting.

Resolution: **25-193**

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT the Town of Gander approve the sale of an approximately 1²/₃ acre serviced lot located at 100 Dickins Street, at a cost of \$150,000 per acre plus HST in accordance with Policy GL003, subject to all conditions outlined in the permit.

For (6): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Woodford,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (6 to 0)

Councillor White and the Chief Administrative Officer returned to Council Chambers.

7.6 Community Well-Being and Outreach

The Community Well-Being and Outreach Report was presented by Councillor Pollett.

a. Spinning Wheel Cycling Tour – Request for Sponsorship

The Committee reviewed a request for support of the Spinning Wheel Cycling Tour for Parkinson’s Awareness, scheduled to launch its east coast portion August 1-3. The event promotes wellness, inclusion, and community engagement. The Committee expressed support and recommends a \$100 sponsorship contribution, along with the Mayor’s attendance at the local launch event.

b. Notable Dates

The Committee was advised of upcoming changes and scheduled events related to waste management:

- Garbage collection for Labour Day, Monday, September 1st, will be rescheduled to Wednesday, September 3rd.
- Household Hazardous Waste Day is scheduled for Saturday, September 13th, from 8:30 a.m. to 3:30 p.m. at the Steele Community Centre parking lot.
- Upcoming Waste Transfer Station dates are August 9th and September 13th, with hours of operation from 8:00 a.m. to 4:00 p.m. Residents are encouraged to arrive early to ensure sufficient time for drop-off before closing.

Residents are reminded that details of these and other notable events are available on the Town of Gander website at www.gandercanada.com.

Upcoming Events

The Committee was provided with an overview of upcoming events scheduled in the c. Town of Gander between August 7 and September 3, 2025. Highlights include:

- **August 9** – Antique and Classic Car Show
- **August 9, 16, 23, 30** – Gander Grow Co. Farmers' Market
- **August 10** – YQX Dog Sports hosts Agility Association of Canada Trials
- **August 11–28** – Impact Hockey Summer Camp
- **August 13, 20, 27** – Concerts in the Park
- **August 15–17** – Provincial 11U AA Baseball Championships
- **August 22–24** – Provincial 11U A Baseball Championships
- **August 22–24** – Lakers Swim Club hosts Summer Club Swimming Championships
- **August 30** – U18 AAA Hockey Exhibition Game

The Committee acknowledged the wide variety of community activities taking place over the summer and commended the efforts of local organizations and Town staff in supporting and promoting community engagement.

d. Expression of Interest Event Bar Operations

The Committee was advised that one bid was received for the Expression of Interest for Event Bar Operations, submitted by the Adult Ice Elites Synchronized Figure Skating Group. The proposal related to the Kitchen Party event and was based on a revenue-sharing agreement with the Town, with final terms negotiated by staff.

e. Tourism Strategy

During the 2025 budget process, the Town of Gander allocated funding for the creation of a comprehensive Tourism Development Strategy. Through a partnership funding application with ACOA and the Provincial Department of Industry, Energy and Technology, additional funds were secured to enhance the project's scope. This initiative includes the purchase of event hosting equipment to support tourism growth, as well as the development of a detailed, research-driven strategy to guide the Town's tourism priorities over the coming years.

An RFP was issued, and two submissions were received. Following a review of the proposals, the Committee determined that Bremner & Associates met all specifications outlined in the RFP and demonstrated the expertise, methodology, and stakeholder engagement approach required for this project.

The Committee recommends, and I move,

Resolution: **25-194**

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT the proposal from Bremner & Associates for the development of the Tourism Development Strategy be accepted in the amount of \$49,940+HST.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

f. Public Safety Update

The Committee reviewed statistical updates from Gander Fire Rescue and Municipal Enforcement.

Gander Fire Rescue reported a number of calls related to unauthorized burning and fire investigations. These incidents reinforce the value of continued public education on open fire regulations, particularly during fire bans and dry weather conditions.

Municipal Enforcement statistics indicated that most traffic citations issued were for minor speeding infractions (1–10 km/h over the posted limit), with a reduction in high-range speeding violations. This trend suggests improved driver awareness and compliance.

The Committee recognized the importance of ongoing education and enforcement initiatives to promote public safety and community well-being.

g. Council Engagement Report

Engaging with the community is key to transparent, inclusive, and collaborative local governance. Below are recent highlights of Council events, community meetings, and the Mayor's leadership and advocacy efforts.

Events and Engagements

Recent community events attended or hosted by Council include:

- Attended 103 Search and Rescue Change of Command
- Attended 9 Wing Change of Command
- Participated in Canada Summer Games Torch Relay
- Hosted and attended Pride Week Flag Raising and Proclamation
- Hosted Broadening Horizons tour of Town Hall and Q&A with Council
- Welcomed and attended dinner for Rolling Barrage – Ride to Combat PTSD
- Hosted and participated in Festival of Flight activities

Mayor's Activities and Leadership

As the spokesperson for Council and the community, the Mayor leads advocacy and strategic efforts to support community growth and priorities. Recent initiatives include:

- Held an introductory meeting with NAV Canada CEO
- Accompanied the Lieutenant Governor, The Honourable Joan Marie J. Aylward, to local memorial sites
- Participated in Tim Hortons Camp Day
- Met with Jim Dinn, Leader of the Newfoundland and Labrador New Democratic Party during his visit to Gander to discuss local issues

8. ADMINISTRATION

9. NEW BUSINESS

New Business was presented by Councillor Handcock.

9.1 RFQ25-19

The results for the 2025 asphalt repairs are presented for approval, covering approximately 14,336 square feet across sections of Airport Boulevard, Cooper Boulevard, Magee Road, and Memorial Drive. Two quotes were received, with the lowest meeting specifications submitted by Penney Paving Limited at \$111,224.32 (HST included), which is \$862.08 over budget.

Resolution: **25-195**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT quote #RFQ25-19 for the 2025 asphalt repairs be awarded to Penney Paving Limited in the amount of \$111,224.32 (HST included).

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

9.2 Council Schedule

For the remainder of the current Council term, staff recommended a temporary adjustment to the Council meeting schedule. The proposal is to move from a four-week cycle to a three-week cycle, with Regular Council meetings to be held on August 27 and September 17, 2025. The schedule will be reviewed again in October 2025.

Resolution: **25-196**

Moved By Councillor Handcock

Seconded By Councillor Hoffe

THAT the Council meeting schedule be amended from a four-week cycle to a three-week cycle for the remainder of the current Council term, with a review in October 2025.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

9.3 13A McCurdy Drive

Councillor White declared a conflict and left Council Chambers.

Resolution: **25-197**

Moved By Deputy Mayor Ford

Seconded By Councillor Woodford

THAT the Town of Gander approve the sale of 13A McCurdy Drive, totaling .0627 Hectares in area to Riverstone Construction Inc. The public notice of sale was issued with no objections. The land will be Sold at market value as established by independent appraisal and will be in accordance with all provisions of the Town and Local Service Districts Act

For (6): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (6 to 0)

Councillor White returned to Council Chambers.

10. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Resolution: **25-198**

Moved By Councillor Woodford

Seconded By Councillor Pollett

THAT the August 6, 2025 Regular Meeting of Council be adjourned at 5:26 p.m.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk



**TOWN OF GANDER
MEETING
REGULAR MEETING OF COUNCIL
Wednesday, July 09, 2025, 04:00 PM
Council Chambers**

Council Present:

Percy Farwell, Mayor
Bettina Ford, Deputy Mayor
Marcie White, Councillor
Pat Woodford, Councillor
Sheldon Handcock, Councillor
Tara Pollett, Councillor
Wilson Hoffe, Councillor

Staff Present:

Brad Hefford, Chief Administrative Officer/Town Clerk/Director of Governance and Legislative Services
Alexa Oldford, Manager of Governance and Legislative Services
James Blackwood, Director of Planning and Public Works
Jerry Knee, Director of Community Services
Kayla White, Manager of Communications, Branding and Partnerships
Kelly Hiscock, Director of Corporate Services
Dave Shea, Fire Chief

Regrets:

1. CALL TO ORDER

The meeting was called to order by Mayor Farwell at 4:00 p.m.

2. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the Land Acknowledgement.

3. VISITORS/PRESENTATIONS

There were no visitors or presentations.

4. APPROVAL OF AGENDA

The agenda for the July 9, 2025 Regular Meeting of Council was presented for approval.

Resolution: **25-153**

Moved By Councillor White

Seconded By Councillor Hoffe

THAT the agenda for the July 9, 2025 Regular Meeting of Council be approved, as presented.

Carried

5. APPROVAL OF PREVIOUS MINUTES

5.1 June 11th, 2025 - Regular Meeting of Council Minutes

The minutes from the Regular meeting of Council held on June 11, 25 are presented for approval.

Resolution: **25-154**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the minutes from the June 11, 2025 Regular Meeting of Council be approved, as presented.

Carried

5.2 June 26th, 2025 - Special Meeting Minutes

The minutes from the Special meeting of Council held on June 26, 2025 are presented for approval.

Resolution: **25-155**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the minutes from the June 26, 2025 Special Meeting of Council be approved, as presented.

Carried

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

7.1 Correspondence and Action Plans

a. Kelly Ford Signage Request

The Committee reviewed a request from Kelly Ford to install an illuminated sign within the Town right-of-way on Cooper Boulevard, adjacent to the property at 1 Graham Street. A site plan was provided for consideration.

It was noted that similar approvals have previously been granted to other businesses, including Notre Dame Agencies at 15 Catalina Drive and Mr. T's Gas Bar at 10 Catalina Drive, subject to the condition that the signage be removed should the Town require use of the right-of-way in the future.

The committee recommends, and I move,

Resolution: **25-156**

Moved By Councillor Hoffe

Seconded By Councillor Pollett

THAT the Town of Gander approve the request from Kelly Ford to install an illuminated sign in the Cooper Boulevard right-of-way, adjacent to 1 Graham Street, on the condition that the sign be removed at the property owner's expense if the Town requires the right-of-way for future development.

Carried

b. YQX Athletics - Request to Waive Fees

The Committee reviewed a request from the YQX Athletics Club to waive track usage fees for three upcoming training sessions. The waiver would support five local athletes preparing for a National and Canada Games qualifier in July. The estimated value of the request is approximately \$75.

The Committee was supportive of the request as a means of encouraging local athletic development.

The Committee recommends, and I move,

Resolution: **25-157**

Moved By Councillor Hoffe

Seconded By Deputy Mayor Ford

THAT the Town of Gander waive the track usage fees for the YQX Athletics Club for three training sessions, in support of this new athletic group preparing for national-level competition.

Carried

c. Skateboard Park Renovation Request

The Committee reviewed correspondence from a resident requesting a meeting with Council and/or staff to discuss the Town's skateboard park. The resident expressed interest in seeing improvements and potential expansion of the facility to better support the community, particularly youth skateboarders. Director of Community Services to reach out to proponent to discuss further.

7.2 Internal Operations

a. Planning and Public Works Department Reports

The Committee reviewed departmental updates covering the period of May 15 to June 19, 2025.

The Public Works Department reported continued progress on regular seasonal maintenance, including asphalt and pothole repairs, lawn restoration, and street sweeping. Water and sewer operations remained steady, with routine service calls and repairs addressed. The spring water main flushing program is nearing completion. Several infrastructure and facility-related projects have been finalized or are progressing toward completion, with only minor outstanding work remaining.

The Planning Department reported consistent activity levels, including the ongoing issuance of building and occupancy permits, compliance letters, and new development applications. Several new residential units were approved during the reporting period, including both single-family homes and multi-unit dwellings.

b. Elizabeth Drive Crosswalk

The Committee reviewed a recommendation from Management to proceed with the installation of curb extensions as outlined in the Englobe report dated June 14, 2024. The proposed work, illustrated in drawing number 24-1054, is intended to enhance pedestrian safety and traffic calming measures. It was further recommended that this work be completed by Public Works staff during the 2025 construction season. The Committee agrees with the recommendation.

c. Road Salt 2025

The Committee reviewed the Request for Quote Summary for the 2025-2026 supply of road salt. The tender was issued through the Provincial Government Tendering System (030-25PHM) with a closing date of June 19, 2025.

Five bids were received. The lowest compliant bid meeting specifications was submitted by Avalon Coal, Salt & Oil Limited in the amount of \$235,248.60 (HST inclusive). The price net of HST rebate is \$213,331.61, which is within the allocated budget.

The Committee recommends, and I move,

Resolution: **25-158**

Moved By Deputy Mayor Ford

Seconded By Councillor Woodford

THAT the contract for the 2025–2026 supply of road salt be awarded to Avalon Coal, Salt & Oil Limited in the amount of \$235,248.60 (HST inclusive), as per the Provincial Government Tendering System (Tender #030-25PHM)

Carried

d. Bell Service Contract

The Committee reviewed the renewal of the Town's internet service contract with Bell. It was noted that Bell remains the sole source provider capable of meeting the Town's technical requirements. The new contract reflects a modest cost increase, less than \$500 per month, and includes improved service speeds. The estimated monthly cost is approximately \$5,000. Staff confirmed the contract was reviewed by both IT and Finance. In conjunction with this renewal, the Town is also investing approximately \$7,000 to upgrade infrastructure at the water treatment plant to enable full fibre service.

The Committee recommends, and I move,

Resolution: **25-159**

Moved By Deputy Mayor Ford

Seconded By Councillor Handcock

THAT the Town of Gander renew its internet services with Bell under the five-year agreements for Ethernet and Business Internet Dedicated services, pursuant to the master agreement number 00157090.

Carried

7.3 Regulatory Affairs and Policy

a. Home Based Business - 19 Jackson Place

The Committee reviewed a Home-Based Business (HBB) application for a nail enhancement service at 19 Jackson Place. The proposed business would operate by appointment only, offering a single chair service to one customer at a time.

The applicant's submission demonstrates compliance with all Home-Based Business regulations. It was noted that the Home-Based Business is classified as a discretionary use in residential zones, and that public notification was completed with no objections received by the stated deadline. There is one other registered home-based business on the street.

The Committee recommends, and I move,

Resolution: **25-160**

Moved By Councillor White

Seconded By Councillor Pollett

THAT the application to establish a nail enhancement service as a Home-Based Business at 19 Jackson Place be approved as a discretionary use, subject to compliance with all conditions outlined in the permit issued by the Town of Gander.

Carried

b. Calhan Investments Inc. Cluster Development

The Committee reviewed an application from Calhan Investments Inc. for a proposed Cluster Development at the corner of Briggs Street and Hughes Street, consisting of one single dwelling and one double dwelling, with all units fronting Hughes Street. The lots were previously amalgamated in 2022 and the property is located in a Residential Medium Density zone, where Cluster Developments are permitted at Council's discretion under Section 3.5 of the Town's Development Regulations. The development will utilize existing services from Briggs Street, and the owner confirmed there is no plan to subdivide the property. While the Committee acknowledged the potential for alternative configurations and noted concerns regarding civic addressing and emergency response, to be designated separate units, alternatives will continue to be explored.

The Committee recommends, and I move,

Resolution: **25-161**

Moved By Councillor White

Seconded By Councillor Handcock

THAT Council approve the proposed Cluster Development at the corner of Briggs Street and Hughes Street, and that civic addressing and layout alternatives continue to be explored in consultation with the developer.

Carried

c. 6 Lacey Place Shed Height Variance

The Committee reviewed an application from the owner of 6 Lacey Place seeking a variance to construct an accessory building with a height of 6.05 metres, exceeding the maximum permitted height by 10%. Council may approve variances of up to 10% under the Town of Gander's Development Regulations. A staff inspection will be conducted to confirm the grading conforms to the approved plan. Council is prepared to support the 10% height variance subject to grade verification.

The Committee recommends, and I move,

Resolution: **25-162**

Moved By Councillor White

Seconded By Councillor Pollett

THAT Council approve the 10% height variance for the accessory building at 6 Lacey Place, subject to staff confirming that the grading conforms to the approved grading plan.

Carried

d. Swimming Pools

The Committee reviewed an application to permit the placement of a swimming pool in the flanking yard of a corner lot at 57 MacDonald Drive. Under current regulations, swimming pools are classified as accessory buildings in accordance with the Town of Gander's Accessory Building Regulations and the Urban and Rural Planning Act Development Regulations. To accommodate this request, Council would need to amend Section 5 of the Accessory Building Regulations to exempt outdoor swimming pools from certain placement restrictions. As this is an internal regulation, it may be amended by motion of Council and does not require changes to the Municipal Plan or Development Regulations. The Committee agreed to bring forward the proposed amendment for Council's consideration, recommending one reading as a procedural

deviation to allow for timely implementation this season.

The Committee recommends, and I move,

Resolution: **25-163**

Moved By Councillor White

Seconded By Councillor Woodford

THAT Council amend Section 5 of the Accessory Building Regulations to exempt outdoor swimming pools from the applicable placement restrictions, and that this amendment proceed with one reading as a procedural deviation.

Carried

7.4 Finance

a. 2024 Financial Statements

The Town's Auditor presented the 2024 Audited Financial Statements to the Committee for review. The statements reported a surplus of \$221,773, primarily due to the requirement under Public Sector Accounting Board (PSAB) guidelines to recognize federal and provincial capital funding as revenue. This surplus does not reflect the Town's operating position, as PSAB accounting includes capital revenue and depreciation, which are excluded from the Town's annual operating budget. The Committee noted the audit was clean, with no issues or concerns identified.

The Committee recommends, and I move,

Resolution: **25-164**

Moved By Councillor Woodford

Seconded By Councillor White

THAT the 2024 Audited Financial Statements be accepted as presented.

Carried

b. Property Tax Reduction Approval

The Committee reviewed three (3) applications for residential property tax reductions that met Council's policy based on established income criteria. The total amount to be adjusted is \$2,192.58. Since the beginning of 2025, the Town of Gander has issued 24 property tax reductions totaling \$20,001.64.

The Committee recommends, and I move,

Resolution: **25-165**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT all three (3) applications for residential property tax reductions totaling \$2,192.58 be approved, as attached.

Carried

7.5 Strategy, Growth, and Investments

a. Transit Needs Assessment

The Committee reviewed correspondence from Colliers Project Leaders regarding the proposed Transit Needs Assessment. In response to the Town's request, Colliers submitted a revised proposal outlining a three-phase process consisting of case study analysis, public engagement, and a final report with recommendations. While limited examples of past projects were shared due to confidentiality constraints, Colliers highlighted their relevant experience with municipalities such as Truro and Colchester.

The proposed assessment, valued at \$57,500, aims to inform future regional transit planning and support funding applications. Community engagement and data analysis are scheduled to proceed through fall 2025. Colliers Project Leaders is now listed on Canoe Procurement Group of Canada, allowing the Town to procure their services in accordance with approved purchasing procedures.

Council recognizes this assessment as foundational work that will lay the groundwork for future transit initiatives and regional collaboration.

The Committee recommends, and I move,

Resolution: **25-166**

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT the Town of Gander engage Colliers Project Leaders to undertake the Transit Needs Assessment as outlined in their revised proposal dated June 17th 2025, at a total cost of \$57,500 plus HST, with project phases proceeding as proposed through fall 2025.

Carried

b. Industrial / Commercial Development

Council reviewed a conceptual plan for future industrial and commercial land development, including the extension of Dickens Street for additional commercial lots and the identification of a new industrial area near the former landfill site. The intent is to transition heavy industrial activity out of the existing business park and into more suitable locations.

Council is recommending that staff proceed with exploratory work on zoning, servicing, and access, and return with more detailed proposals. Proceeds from land sales may be held in reserve to support continued development.

c. Community Partnership Fund

The Committee discussed several potential conflicts of interest amongst Council. It was discussed that Councillors deemed to be in Conflict on specific items will declare conflict of interest before proceeding with discussion.

Deputy Mayor Ford, Councillor White and Councillor Woodford declared conflict of interest and left Council Chambers.

The Committee reviewed the 2025 applications for the Community Partnership Fund (CPF), which offers financial support to community organizations through two streams: operational and capital grants. A total of 39 applications were received, consisting of 29 operational and 10 capital grant submissions.

Following a thorough review of eligibility, compliance, and proposed community benefits, the Committee recommended awarding operational grants totaling \$44,680 and capital grants totaling \$60,000. The recommended organizations meet the fund's criteria and align with the Town's strategic priorities for community capacity building, inclusion, and service delivery.

The Committee recommends, and I move,

Resolution: **25-167**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the organizations listed in the 2025 Community Partnership Fund summary be approved for operational grants totaling \$44,680.

Carried

Deputy Mayor Ford and Councillor Woodford returned to Council Chambers.

Resolution: **25-168**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the organizations listed be approved for capital grants totaling \$60,000.

Carried

Councillor White returned to Council Chambers.

7.6 Community Well-Being and Outreach

a. Notable Dates

The Committee was advised that garbage collection for the Civic Holiday on Monday, August 4th has been rescheduled to Wednesday, August 6th.

The Committee also noted the upcoming Waste Transfer Station dates scheduled for July 12th and August 9th. Hours of operation are 8:00 a.m. to 4:00 p.m. Residents are encouraged to arrive early in the day to ensure access before closing.

Council wishes to remind residents that information on upcoming events and schedule changes is available on the Town of Gander website.

b. Festival of Flight Schedule

The Committee was provided with an update on the Town's planning efforts for the 2025 Festival of Flight. Staff are in the final stages of confirming the event schedule. The following Town-organized activities have been scheduled:

- **Thursday, July 31:** Support the Troops, Opening Ceremonies
- **Friday, August 1:** Seniors' Tea, Concert in the Park
- **Saturday, August 2:** Splashball, Deal or No Deal, Kitchen Party featuring 709, Irish Descendants & NL Promotions
- **Sunday, August 3:** Derby, International Food Event – *World on a Plate*
- **Monday, August 4:** Gander Day

Council noted the variety of events planned and commended staff for their efforts in

organizing a diverse and engaging festival for residents and visitors.

c. Upcoming Events

Town of Gander Upcoming Events for July 3 – August 4/25

Jul 11 – 13: Gander Minor Softball Hosting U15 Female Slo-Pitch Tournament

Jul 14 - 25: Where is Commander Gander Contest

Jul 16: Concert in the Park featuring Tony Batten & Gary Knapman

Jul 17: 2025 Canada Games Torch Relay

Jul 18 – 20: Baseball Gander Hosting Matt & Meghan Baseball Tournament

Jul 19: Gander Revolution Hosting U7 Soccer Tournament

Jul 23: Concert at the Park featuring Brock & Doc

Jul 24: Superhero/Princess Picnic at Cobbs Pond Rotary Park

Jul 31-Aug 4: Festival of Flight

Aug 1 – 3: Gander Minor Softball Hosting U17 Female Slo-Pitch

Aug 2: Kitchen Party

Aug 4: Gander Day

d. Council Engagement Report

June 11 – July 9, 2025

Engaging with the community is key to transparent, inclusive, and collaborative local governance. Below are recent highlights of Council events, community meetings, and the Mayor's leadership and advocacy efforts.

Events and Engagements

Council members continue to actively participate in community life by attending and hosting a variety of events. Recent highlights include:

- Participated in MNL's Tomorrow's Town Summit at Cobb's Pond Rotary Park
- Attended Gander Collegiate Graduation Ceremony
- Met with Premier John Hogan and Minister John Haggie to discuss community priorities, tour the temporary Family Care Team site and visit the construction site of the new facility, which will provide modern, community-based healthcare.
- Hosted and attended Canada Day celebrations
- Attended the Royal Canadian Legion Wreath Laying Ceremony
- Attended the 25th Annual Golf for Health Tournament
- Hosted and participated in Special Olympics NL events held in Gander
- Attended opening night of Come From Away- You Are Here and held a post-show reception for cast, crew, and the Come From Away team to thank and congratulate them.

Mayor's Activities and Leadership

As the spokesperson for Council and the broader community, the Mayor is actively engaged in advocacy efforts and strategic initiatives aimed at fostering community growth and addressing local priorities. Recent initiatives include:

- Held an introductory meeting with the Acting Wing Commander, College of the North Atlantic, and Town of Gander
- Led a community tour with a new physician joining the community
- Attended the CNA Class of 2025 Graduation and Recognition Ceremony
- Represented Gander at the 2025 Atlantic Mayors' Congress

- Delivered greetings at the 1st United Scouting Year-End Banquet

8. ADMINISTRATION

9. NEW BUSINESS

9.1 Climate Change Challenge Fund Agreement

The Committee reviewed the Contribution Agreement between the Town of Gander and the Department of Environment and Climate Change under the Climate Change Challenge Fund (CCCCF). The agreement outlines funding support for a fuel switching project at the Public Works Depot, which involves converting from an oil furnace to heat pumps and electric baseboard heating. This project is anticipated to reduce greenhouse gas emissions by approximately 100.12 tonnes CO₂e annually through the elimination of 37,080.24 litres of heating oil.

Under the terms of the agreement, the Province will provide up to \$251,766.56 (73.33% of eligible expenses), with the Town contributing the remaining \$91,567.09 (26.67%) net of HST rebate.

I move,

Resolution: **25-169**

Moved By Councillor White

Seconded By Deputy Mayor Ford

THAT the Town of Gander enter into the Contribution Agreement with the Department of Environment and Climate Change under the Climate Change Challenge Fund for the fuel switching project at the Public Works Depot, and authorize the Mayor and Town Clerk to execute the agreement on behalf of the Town.

Carried

9.2 Open Fire Update

The Town of Gander is currently in the process of drafting a new by-law regarding outdoor open fires. In the interim, the Town's existing open fire regulations remain in effect. For the remainder of the current forest-fire season, the Town will follow provincial guidelines regarding fire bans. The Town of Gander will retain the authority to implement a municipal fire ban independently, should local conditions warrant such action.

I move,

Resolution: **25-170**

Moved By Councillor White

Seconded By Councillor Handcock

THAT for the remainder of the 2025 forest-fire season, the Town of Gander follow provincial guidelines regarding fire bans, while retaining the authority to implement a municipal fire ban outside of provincial directives if deemed necessary.

Carried

9.3 Housing Accelerator Fund - Incentive Application for Approval

An application under the Town's Housing Accelerator Fund (HAF) Incentive Program has been received for the construction of an attached, self-contained secondary suite at 31 Read Street. The application meets the eligibility criteria under the program guidelines, with a HAF funding commitment of up to \$14,150.

I move,

Resolution: **25-171**

Moved By Councillor White

Seconded By Councillor Pollett

THAT up to \$14,150 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed secondary suite at 31 Read Street, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

Carried

9.4 OC25-04 Infrastructure Street Upgrading 2025

This open call for bid includes the following: full street reconstruction on Memorial Drive East, from the traffic circle to Old Navy Road, milling and placement of 50mm surface course asphalt on Airport Boulevard from 95 Airport Boulevard to 120 Airport Boulevard (approximately 345 metres) and Memorial Drive in both directions from the Airport Boulevard intersection (approximately 110 metres) and finally the milling and placement of 50mm surface course asphalt on Rowsell Boulevard from 100 Rowsell to 90 Rowsell (approximately 130 metres).

There were 2 bids received with the lowest bidder that met the specifications was supplied by Springdale Forest Resources Inc. in the amount of \$952,072.35 hst inclusive which is

\$132,627.68 under budget.

This project is 100% funded through the Canada Community Building Fund (formerly gas tax).

I move,

Resolution: **25-172**

Moved By Councillor White

Seconded By Councillor Handcock

THAT the open call for bid # OC25-04 Infrastructure Upgrading be awarded to Springdale Forest Resources Inc. at a cost of \$952,072.35, HST inclusive.

Carried

10. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Resolution: **25-173**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the July 9, 2025 Regular Meeting of Council be adjourned at 5:07 p.m.

Carried

P. Farwell, Mayor

B. Hefford, Town Clerk



**TOWN OF GANDER
SPECIAL MEETING OF COUNCIL
Monday, July 28, 2025, 02:30 PM
Council Chambers**

Council Present:

Percy Farwell, Mayor
Bettina Ford, Deputy Mayor
Sheldon Handcock, Councillor
Tara Pollett, Councillor

Staff Present:

Brad Hefford, Chief Administrative Officer/Town Clerk/Director of Governance and Legislative Services
Alexa Oldford, Manager of Governance and Legislative Services
Jerry Knee, Director of Community Services
Kayla White, Manager of Communications, Branding and Partnerships
Kelly Hiscock, Director of Corporate Services
Dave Shea, Fire Chief

Regrets:

Marcie White, Councillor
Pat Woodford, Councillor
Wilson Hoffe, Councillor

1. CALL TO ORDER

The meeting was called to order by Mayor Farwell at 2:40 pm.

2. LAND ACKNOWLEDGEMENT

3. VISITORS/PRESENTATIONS

4. APPROVAL OF AGENDA

The agenda for the Special Meeting of Council was presented for approval.

Resolution: **25-174**

Moved By Deputy Mayor Ford

Seconded By Councillor Pollett

THAT the agenda for the Special Meeting of Council be approved as presented.

Carried

5. STANDING COUNCIL BUSINESS

5.1 Correspondence and Action Plans

5.3 Regulatory Affairs and Policy

a. 17-MYCW24-00089 - Traffic Calming

In response to increased traffic movements on Cooper Boulevard and continued growth within the town's residential subdivisions. Council, in the 2025 budget process allocated capital funding to design and construct a roundabout for the intersection of Cooper-Raynham-Briggs intersection. The decision to construct a roundabout was based on the recommendation from a traffic report completed for Council in 2023. The report indicated that a roundabout would provide better operational and safety performance in the long term as well as formalize pedestrian crossings at that intersection.

A tender was issued for the construction of a single lane roundabout at the intersection of Cooper-Raynham-Briggs, two bids were received with the low bidder being Springdale Forest Resources Inc in the amount of \$1,552,503.45 HST inclusive. It was noted that the bid was under budget by \$17,999.29. Representatives from Harbourside Transportation Consultants have reviewed the tender and have verified that it met the specifications required within the tender documentation.

Resolution: **25-175**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the tender for traffic calming, Project # 17-MYCW-24-00089 be awarded to Springdale Forest Resources Inc. for the tendered amount of \$1,552,503.45 HST inclusive, and the Town agrees to fund 100% of any cost overruns if incurred.

Carried

5.2 Internal Operations

5.3 Regulatory Affairs and Policy

5.4 Finance

5.5 Strategy, Growth, and Investments

5.6 Community Well-Being and Outreach

6. ADMINISTRATION

7. NEW BUSINESS

8. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Resolution: **25-176**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the meeting be adjourned at 2:45 p.m.

Carried

P. Farwell, Mayor

B. Hefford, Town Clerk

SUGGESTED WRITE OFF LIST					July 22/25	
CUSTOMER ID	DATE	ACTION	BUSINESS TAX	Misc AR	INTEREST	TOTAL
KOOLR040	2021-2024	CRL	\$4,903.62		\$1,276.21	\$6,179.83
PHILI080	2023	CRL	\$105.15		\$28.35	\$133.50
RAYEL040	2022-2025	CRL	\$2,000.00		\$386.94	\$2,386.94
BURSE049	2022	CRL	\$500.00		\$190.16	\$690.16
ROYAL030	2013-2024	CRL	\$3,300.00		\$2,179.79	\$5,479.79
YUMYU050	2020-2025	CRL	\$1,200.00		\$253.49	\$1,453.49
STATI010	2019-2024	CRL	\$1,500.00		\$590.11	\$2,090.11
EDGE040	2023	CRL	\$120.99		\$47.19	\$168.18
YESBU110	2023	CRL	\$190.55		\$42.02	\$232.57
WOODM003	2023	CRL		\$265.30	\$55.65	\$320.95
		TOTALS	\$13,820.31	\$265.30	\$5,049.91	<u>\$19,135.52</u>